



Responsible Office: Office of the Board of Trustees & Superintendent

BOARD POLICY 9088

TRUSTEE / SUPERINTENDENT RELATIONS

POLICY

1. Governance Authority: Only official actions of the Board are binding on the Superintendent. Board authority rests with the whole Board. Individual Trustees possess no individual authority. Accordingly:
 - a. Decisions or directives of individual Board members, officers, or committees are not binding on the Superintendent.
 - b. In the case of a Board member, Board members, or committees requesting reports, information assistance or employee action without explicit Board approval, the Superintendent shall obtain Board approval when such requests, in the Superintendent's opinion, have already been provided, are outside the proper authority or role of the requester, or require a material amount of staff time or funds to fulfill.
 - i. In cases where a Trustee requests reports, information, assistance, or employee action without explicit Superintendent approval, the employee is directed to report the request immediately to the Superintendent or their designee, and not follow through with such request until directed to do so by the Superintendent.
 - ii. If the Superintendent does not agree with the request of an individual Board member to create reports or commit employee time and energy, the Board member has the option to accept that decision or follow:
 1. The guidelines as described in BG 10: Construction of the Agenda in order to place the request as an action item on a regular Board meeting agenda; or
 2. The guidelines as described in Item 6, in BG 5: Principles of Operation.
2. Trustee Support. The Superintendent is the Board's only link to operational achievement and conduct so that all authority and accountability of staff, as far as

the Board is concerned, is considered the authority and accountability of the Superintendent. Accordingly, except for the Board office staff, Superintendent's liaison to the Board of Trustees, the Board may communicate with, but generally shall not give instructions to or request reports, information or actions from persons who report directly to the Superintendent, except as designated in the following services offered to the Board, by Board staff. The below list is not all inclusive:

- a. District information (helpful to families, community, etc.). The following can be automatically sent to a Trustee's individual e-mail list without Trustee approval each time (after first approval).
- b. Monthly Family and Constituent Meetings
 - i. Have secretary call to secure a host school within the Trustee's individual district.
 - ii. Contact presenters, as requested.
 - iii. Offer suggestions for topics.
 - iv. Prepare meeting agenda.
 - v. Work with the Technology Department for electronic messages.
 - vi. Work with the Communications Office for news releases.
 - vii. Post meeting agenda on Trustee's individual Web page.
 - viii. Have secretary attend meeting.
 - ix. Prepare sign-in sheets and maintain database of contact information.
 - x. Have secretary prepare minutes of meetings and send out to families/constituents, principals and others, as requested (after Trustee approval).
 - xi. Post minutes on the Trustee's individual Web page.
 - xii. Schedule a Web-based family and/or town hall meeting.
 - xiii. Schedule a phone and/or town hall meeting.
- c. Town Hall Meetings
 - i. This is a meeting with a target audience within the Trustee's individual district (not an official Board meeting).

- ii. Preparation as above (monthly family and constituent meetings).
- d. Individual Monthly Newsletters
 - i. Prepare monthly newsletters.
 - ii. Use the second page that is provided each month.
 - iii. Use the additional information page that is provided each month.
- e. Contact Families/Constituents
 - i. Contact families/constituents with answers or responses from Trustees or District staff, as requested.
 - ii. Schedule meetings with Trustees and families/constituents.
 - iii. Assist Trustee with preparation of meeting (documents, research, etc.).
 - iv. Prep room prior to meeting.
 - v. Contact schools on behalf of Trustee for family/constituent concerns.
- f. Contact Elected Officials
 - i. Contact elected officials, as requested.
 - ii. Schedule meetings with invited parties.
 - iii. Assist Trustee with preparation of meeting (documents, research, etc.).
 - iv. Prep room prior to meeting.
- g. Translation Services
 - i. Make arrangements for District interpreters at meetings and/or events, when necessary.
 - ii. Make arrangements with District translators for document translation.
- h. Miscellaneous
 - i. Agenda Development and Agenda Review meetings
 - 1. On a rotating basis, one Trustee will be scheduled to meet

with the Board President and Superintendent to review regular meeting agendas prior to the meeting.

ii. Board Meetings

1. Schedule meetings as necessary.
2. Prepare meeting agenda, including distribution.

iii. Board meeting minutes

1. Receive an electronic copy of Board meeting minutes prior to placement on a meeting agenda.

iv. Calendar

1. Assigned secretary will maintain Trustee calendar.

v. Certificates/Proclamations

1. Assigned secretary will prepare a certificate/proclamation at Trustee's request.

vi. Conference Calls

1. Conference calls with numerous attendees can be arranged by any Board Office staff member.

vii. Conference Room Availability

1. Trustees have an assigned conference room for meetings (contact Board Office staff to reserve).
2. Meeting locations can also be arranged at other District venues.

viii. Correspondence

1. Assigned secretary will prepare correspondence to parents/guardians, constituents or others relating to School Board business, as requested.
2. Assigned secretary will reply to invitations.

ix. Electronic Storage

1. Electronic storage of any official school business document(s) is available.

x. Events (local)

1. Assigned secretary will RSVP to events.
2. Prepare map to event, upon request.
3. Arrange for parking at events, upon request.
4. Request a speaking engagement request be sent in advance of an event.

xi. Event Planning

1. Plan for Oath of Office meeting.
2. Prepare invitation, create mail list and send invitation out.
3. Arrange for refreshments.
4. Arrange for student entertainment and ROTC.
5. Luncheons.
6. Prepare invitation; invite commission, Trustees, superintendent, and staff.

xii. Graphics

1. Order business cards.
2. Create newsletter templates.
3. Create signs for meetings.
4. Other items as requested.

xiii. Governance Manual Updates

1. Update manual, when requested.

xiv. List of Trustee School Information

1. This list will have names of the individual Trustee's schools, principals and phone numbers. Also includes names of assistant chief student achievement officers, performance zones, and their phone numbers. This will be kept up-to-date.

xv. Mail

1. Assigned secretary will open and process mail from USPS and District offices.

xvi. Media

1. Request District photographer for various individual Trustee events.
2. Request District photographer at events of full Board.
3. Work with Communications Office for news releases, Web postings, and media requests.

xvii. Mileage

1. Preparation of monthly mileage expense forms.

xviii. Office

1. Trustees will have access to a shared office for their use.

xix. Phone Calls

1. Utilize the appropriate Trustee District assigned phone number.

xx. School Calendar

1. Weekly, receive an electronic copy of the school events taking place in the individual Trustee District (based on the calendar located on the District Web page). It is understood that not all school events are listed and readily available.

xxi. School Visits

1. Set up school visits within Trustee district.

xxii. Surveys

1. Create surveys to send to Trustee parent groups.

xxiii. Technology

1. Laptop

xxiv. Travel

1. Arrange for travel to conferences (registration, hotel, and

airfare).

2. Arrange for rental vehicle, as necessary.
3. Provide maps to events, as necessary.

xxv. Web Page (individual)

1. Updates to individual Trustee Web page
2. Post photos on Web page
3. Post parent/guardian and constituent meeting agendas and announcements.
4. Post parent/guardian and constituent meeting minutes.
5. Post monthly newsletters.
6. Maintain bio of Trustees.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan and aligns with the governing documents of the District.

REVIEW AND REPORTING

1. This policy of the Board of Trustees shall be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
10/25/2016	1.0	Adopted